



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

June 17, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
VIRGINIA ROBINSON GARDENS  
GENERAL IMPROVEMENTS PROJECT  
APPROVE CAPITAL PROJECT, APPROPRIATION ADJUSTMENT, AND  
ADOPT YOUTH EMPLOYMENT PLAN  
SPECS. 7251; CAPITAL PROJECT NO. 86284  
THIRD DISTRICT  
(3 VOTES)**

**SUBJECT**

Approval of the recommended actions will approve the Virginia Robinson Gardens General Improvements Project and appropriation adjustment to fund the Project; adopt the Youth Employment Plan; and authorize the Department of Public Works to deliver the Project using a Board-approved Job Order Contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed Virginia Robinson Gardens General Improvements Project is exempt from the California Environmental Quality Act, since the proposed Project involves repairs and improvements at the historic Virginia Robinson Gardens facility in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitation, Restoring, and Reconstructing Historic Buildings (1995), and is also within certain other classes of projects that have been determined not to have a significant effect on the environment for the reasons stated in this letter and also in the record of the Project.
2. Approve the proposed Virginia Robinson Gardens General Improvements Project, Capital Project No. 86284, with a Project budget in the amount of \$1,402,000.

3. Approve the appropriation adjustment to transfer \$421,000 of Specified Excess Funds available to the Third Supervisorial District, pursuant to the Los Angeles Safe Neighborhood Parks Proposition of 1996, to fully fund the proposed Virginia Robinson Gardens General Improvements Project, Capital Project No. 86284.

4. Authorize the Department of Public Works to deliver the proposed Virginia Robinson Gardens General Improvements Project using a Board-approved Job Order Contract.

5. Adopt the Youth Employment Plan, for the proposed Virginia Robinson Gardens General Improvements Project, as required by the County of Los Angeles Regional Parks and Open Space District's Procedural Guidelines.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find the proposed Virginia Robinson Gardens General Improvements Project (Project) exempt from the California Environmental Quality Act (CEQA); approve the proposed Project and budget; adopt the Youth Employment Plan (YEP); and authorize the Department of Public Works to deliver the proposed Project using a Board-approved Job Order Contract (JOC).

#### **Project Description and Delivery**

The Virginia Robinson Gardens was bequeathed to the County of Los Angeles in 1974 for use as a house museum and garden. Originally built in 1911, the 6-acre property is the City of Beverly Hills' first luxury estate that contains a display garden, mansion, and pool pavilion, and is designated as a historic landmark in Beverly Hills and is listed on the National Register of Historic Places. The Department of Parks and Recreation (Parks and Recreation), along with the Friends of Robinson Gardens, maintain and preserve this historically significant property for the public to enjoy. Due to age and continuous wear and tear, the property is in need of various upgrades and restoration to extend the life of the facility and enhance the experience to the public.

The proposed Project consists of upgrading the main electrical service to the property; adding a new separate electrical service and a new automated security driveway gate to the existing lower garage; adding new security lighting and security cameras throughout the facility; upgrading the heating and cooling systems for both the main house and the pool pavilion to museum grade quality to improve preservation of historic artifacts, furnishings, and finishes; and repairing the existing swimming pool ceramic tiles and grout to restore the pool to its original condition.

The proposed Project will be administered by Department of Public Works (Public Works) using in-house staff and as-needed consultants for design, and JOC for construction of the improvements.

Approval of the YEP in Attachment B is required in order to comply with the requirements of the County Regional Parks and Open Space District's (District) YEP. However, due to the technical upgrades and highly skilled labor required to perform the proposed work, youth will not be employed for the proposed Project.

#### **Green Building/Sustainable Design Program**

The proposed Project will support the Board's Policy for Green Building/Sustainable Design Program

by incorporating sustainable design features to optimize energy use efficiency, enhance the sustainability of the site, and improve indoor environmental air quality by incorporating energy efficient heating and cooling systems for the buildings.

### **Implementation of Strategic Plan Goals**

The proposed Project will support the Countywide Strategic Plan Goal of Operational Effectiveness (Goal 1) and Integrated Services Delivery (Goal 3) by investing in preservation of a historical landmark for the education and enjoyment of the general public.

### **FISCAL IMPACT/FINANCING**

The total Project cost, including plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services, is estimated at \$1,402,000. The Project Schedule and Budget Summary are included in Attachment A. Sufficient appropriation is available in Fiscal Year 2013-14 Capital Projects/Refurbishment Budget under Capital Project No. 86284 to fully fund the project.

The proposed Project will be funded with \$233,000 from the County of Los Angeles Safe Neighborhood Parks Proposition of 1992 (Proposition A), and \$421,000 of Specified Excess Funds available to the Third Supervisorial District, pursuant to the Los Angeles Safe Neighborhood Parks Proposition of 1996 (Proposition A), \$248,000 from the Third Supervisorial District's Capital Improvements net County cost, and \$500,000 from the Virginia Robinson Trust Fund.

Approval of the appropriation adjustment (Attachment C) will authorize the transfer of \$421,000 from the Specified Excess Funds available to the Third Supervisorial District, pursuant to the Los Angeles Safe Neighborhood Parks Proposition of 1996, to fully fund the proposed Project.

### **Operating Budget Impact**

Based on the Project description, Parks and Recreation does not anticipate any additional one-time (start-up) or ongoing operating costs. The provisions of the Project have maintenance requirements that will be fulfilled with existing departmental staff and resources.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On June 26, 1997, the Board, acting as the governing body of the District, adopted the YEP for projects funded by Proposition A. The District requires that the governing body of the grantee adopt a YEP for each Proposition A funded project at a duly noticed public meeting. Approval of the YEP for the project will comply with the District's YEP. However, due to the technical upgrades and required high level of skilled labor necessary to perform work on the historic structures, there are no tasks that youth can perform during the construction of the proposed Project.

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and amended on December 15, 2009, the proposed Project budget includes 1 percent of design and construction costs to be allocated to the Civic Arts Fund.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from CEQA pursuant to Sections 15301(a), (b), and (d), 15302(c), 15303(d), and 15331 of the CEQA Guidelines, and Classes 1(c), (d), (e), and (m), 2(e), and 3(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, as the proposed Project involves repairs and improvements at the historic Virginia Robinson Gardens facility in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitation, Restoring, and Reconstructing Historic Buildings (1995), and is within certain classes of projects that have been determined not to have a significant effect on the environment. The proposed Project involves power and mechanical system upgrades and improvements and repairs to existing facilities at the existing Virginia Robinson Gardens with negligible or no expansion of existing use. Replacement of existing utility systems will have the same purpose and capacity as the systems replaced. In addition, the proposed Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

## **CONTRACTING PROCESS**

Design of the improvements will be completed by Public Works in-house staff and as-needed consultants. Improvements to the facility will be completed using a Board-approved Job Order Contract administered by Public Works.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current services or projects. The existing facility will remain operational during construction of the proposed improvements.

## **CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; Department of Parks and Recreation; and the Department of Public Works, Project Management Division I.

The Honorable Board of Supervisors

6/17/2014

Page 5

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:SHK:DJT

SW:VM:rp

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Arts Commission  
Auditor Controller  
Parks and Recreation  
Public Works

June 17, 2014

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
APPROVE VIRGINIA ROBINSON GARDENS  
GENERAL IMPROVEMENTS PROJECT  
SPECS. 7251; CAPITAL PROJECT NO. 86284;**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Construction Documents	10/09/14
Jurisdictional Approvals	12/10/14
Construction Award (JOC)	02/09/15
Start Construction	02/19/15
Substantial Completion	11/20/15
Project Acceptance	12/30/15

## II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 0
Job Order Contract	817,000
Change Orders	124,000
Youth Employment	0
Construction Consultants	0
Misc. Expense	0
Gordian Group Fees	14,000
Civic Art	10,000
Utility Connection Fees	12,000
Subtotal	\$ 977,000
Parks and Recreation Expenditures	\$ 45,000
Programming/Development	\$ 0
Plans and Specifications	\$ 148,000
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing, and inspection	0
Material Testing	0
Cost Estimating	0
Topographic Surveys	0
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Subtotal	\$ 0
Miscellaneous Expenditures	\$ 1,000
Jurisdictional Review/Plan Check/Permit	\$ 6,000
County Services	
Code Compliance and Quality Control Inspection	\$ 40,000
Design Review	0
Design Services	0
Contract Administration (including Labor Compliance)	21,000
Project Management	125,000
Project Management Support Services	0
Consultant Contract Recovery	8,000
ISD - Job Order Contract Management	0
DPW - Job Order Contract Management	0
ISD - ITS Communications	0
Project Security	0
Project Technical Support	21,000
ISD - Countywide Contract Compliance Section	10,000
County Counsel	0
Subtotal	\$ 225,000
<b>TOTAL</b>	<b>\$1,402,000</b>

June 17, 2014

**ATTACHMENT B**

**DEPARTMENT OF PARKS AND RECREATION:  
VIRGINIA ROBINSON GARDENS GENERAL IMPROVEMENTS PROJECT  
SPECS. 7251; CAPITAL PROJECT NO. 86284**

**YOUTH EMPLOYMENT PLAN**

**BACKGROUND (Scope of Work)**

The proposed project consists of upgrading the main electrical service to the property; adding a new separate electrical service and a new automated security driveway gate to the existing lower garage; adding new security lighting and security cameras throughout the facility; upgrading the heating and cooling systems for both the main house and the pool pavilion to museum grade quality to improve preservation of historic artifacts, furnishings, and finishes; and repairing the existing swimming pool ceramic tiles and grout to restore the pool to its original condition.

**Tasks that may be Performed by At-Risk Youth**

There are no tasks that youth can perform on the Virginia Robinson Gardens General Improvements project due to the technical upgrades and high level of skilled labor required to perform the work on the historical structures.

**Youth Employment Goal**

The Youth Employment Goal established for the County was \$15,739,507.43. The County has exceeded this goal.



PINK

BA FORM 03/13

BOARD OF  
SUPERVISORS  
OFFICIAL COPY

COUNTY OF LOS ANGELES

**REQUEST FOR APPROPRIATION ADJUSTMENT**

DEPARTMENT OF Chief Executive Office

DEPT'S.  
NO.

June 17, 2014

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFOR**

**FY 2013-14**

**3 - VOTES**

**SOURCES**

**USES**

BA DETAIL - SEE ATTACHMENT  
PAGE 1

BA DETAIL - SEE ATTACHMENT  
PAGE 1

**SOURCES TOTAL: \$ 842,000**

**USES TOTAL: \$ 842,000**

**JUSTIFICATION**

The appropriation adjustment is necessary to fully fund the Virginia Robinson Gardens General Improvements Project, CP No. 86284.

  
AUTHORIZED SIGNATURE SABRA WHITE

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR ---


☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

B.A. NO. 218

BY

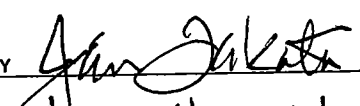
  
June 3 20 14

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

  
June 4 20 14

APPROPRIATION ADJUSTMENT  
THIRD DISTRICT  
3 VOTES

FY 2013 – 14

**SOURCES:**

PARKS AND RECREATION

PK-Var 3rd Dist Park Improvements (3)

A01-CP-6014-65043-77110

Capital Assets-Building and Improvements \$421,000

DECREASE APPROPRIATION

PARKS AND RECREATION

PK-V. Robinson Gardens General Improvements (3)

A01-CP-91-R400-65043-86284

Rev: Reg Park and Open Space District-CP \$421,000

INCREASE REVENUE

**USES:**

PARKS AND RECREATION

PK- Var 3rd Dist Park Improvements (3)

A01-CP-91-R400-65043-77110

Rev: Reg Park and Open Space District-CP \$421,000

DECREASE REVENUE

PARKS AND RECREATION

PK-V. Robinson Gardens General Improvements (3)

A01-CP-6014-65043-86284

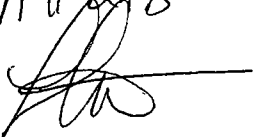
Capital Assets-Building and Improvements \$421,000

INCREASE APPROPRIATION

**\$842,000**

**\$842,000**

**Justification:** The appropriation adjustment is necessary to fund the Virginia Robinson Gardens General Improvements Project, CP No. 86284.

BA # 218  
 6/3/14